

ROUTINE

R 220806Z MAY 99 ZYB

FM COMOMAG CORPUS CHRISTI TX//N6//

TO MOMAG

UNCLAS //N08000//

MSGID/GENADMIN/COMOMAG//

SUBJ/ROLMS IMPLEMENTATION//

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RMKS/1. THE FINAL VERSION OF ROLMS IS NOW AVAILABLE AND WE HAVE SUCCESSFULLY INSTALLED THE PRODUCT AT SOME MOMAG UNITS. EXPERIENCE GAINED DURING THOSE INSTALLATIONS AND INPUTS FROM ACTIVITIES WHO HAVE IMPLEMENTED ROLMS FORM THE BASIS FOR THIS MESSAGE. ALL ACTIVITIES WHO HAVE NOT IMPLEMENTED ROLMS SHOULD BEGIN PREPARATIONS FOR COMPLETING THAT PROCESS AT THE EARLIEST POSSIBLE DATE.

2. SINCE ALL ROLMS DATA MUST BE ENTERED MANUALLY, PROPER PREPARATION CANNOT BE OVER EMPHASIZED. COMPLETING THE FOLLOWING WILL HELP ENSURE THE ROLMS DATA ENTRY PHASE WILL PROCEED SMOOTHLY.

A. DESIGNATE AN INDIVIDUAL WHO WILL BE RESPONSIBLE FOR THE ROLMS AND HAVE THAT PERSON COMPLETE THE ROLMS TUTORIAL. THEY SHOULD ALSO BE PROVIDED FORMAL ROLMS TRAINING AT THE EARLIEST POSSIBLE DATE.

B. IF SCAAIR IS UTILIZED, PRINT A LISTING OF ALL SCAAIR ENTRIES. COMPARE CURRENT SCAAIR/CARDEX ENTRIES TO THE LATEST MBOM/COSAL AND REMOVE ANY UNECESSARY ENTRIES THAT HAVE NO QUANTITIES ASSIGNED.

C. CONDUCT A WALL TO WALL INVENTORY TO ENSURE ALL MATERIAL QUANTITIES AND LOCATIONS ARE CORRECT. ENSURE ALL TEST SETS ARE IDENTIFIED BY SERIAL NR AND THAT ALL LOT/SERIAL ITEMS ARE IDENTIFIED AND COUNTED. IT IS RECOMMENDED THAT TEST SETS BE TRACKED AS SERIAL ITEMS.

D. ENSURE ALL TRANSACTIONS ARE POSTED TO THE SCAAIR/CARDEX AND THAT ALL ATRS ARE SUBMITTED.

E. COMPILE A LISTING OF ALL BUILDINGS, MAGAZINES AND REEFERS USED FOR STORAGE. COMPILE A LISTING OF ACTIVITIES ON WHICH FORWARD DEPLOYED ASSEST ARE LOCATED. IDENTIFY THE STORAGE TYPE AND EXPLOSIVE WEIGHT LIMITS ASSIGNED TO EACH. AVOID USING IMPOUND AS A MAJOR STORAGE LOCATION. RATHER, IMPOUND AREAS SHOULD BE IDENTIFIED AS SPECIFIC LOCATIONS WITHIN THE BUILDING, MAGAZINE, REEFER, ETC IN WHICH THEY ARE LOCATED. THIS INFORMATION WILL BE USED TO ESTABLISH BUILDING/HOLD RECORDS IN THE ROLMS.

F. REVIEW THE NAMES ASSIGNED TO STORAGE LOCATIONS WITHIN EACH BUILDING/HOLD AREA AND RENAME AS REQUIRED. NAMES MUST NOT EXCEED 7 CHARACTERS AND MUST CONTAIN NO SPECIAL CHARACTERS. THEY SHOULD ALSO BE EASILY RECOGNIZABLE (I.E. IMP= IMPOUND AREA WITHIN THE BUILDING/MAGAZINE, OUTIMP=IMPOUND AREA LOCATED OUTSIDE A BUILDING, CTIMP=CT IMPOUND, A120=CAGE LOCATION A1-20, CTTLBX=CT TOOL BOX, ETC). THESE NAMES WILL BE USED AS BEGINNING GRID ENTRIES IN THE LOCATION RECORD.

2. USE THE ROLMS INSTALLTION INSTRUCTIONS TO INSTALL AND SETUP ROLMS

VER 4.0 ON A DESIGNATED WORKSTATION. THE WORKSTATION SHOULD HAVE WINDOWS NT 4.0 INSTALLED AND BE CONFIGURED FOR NETWORK ACCESS. THE PROGRAM MUST BE INSTALLED AS A STAND-ALONE APPLICATION ON DRIVE C. ENSURE THAT ROLMS UPDATES R990001A AND R990001B ARE INSTALLED. ENSURE ALL REQUIRED SITE, POC, USER AND ACC DATA IS PROPERLY ENTERED.

3. ONCE ROLMS USER RECORDS HAVE BEEN ASSIGNED, LOG INTO ROLMS AS A USER OTHER THAN ROLMSDBA AND USE THE INFORMATION COLLECTED IN STEP 1.D TO ESTABLISH BUILDING/HOLD RECORDS. TO PROVIDE MORE FLEXABILITY IN ENTERING LOCATION DATA, IT IS RECOMMENDED THAT BUILDING/HOLD FACILITIES BE IDENTIFIED AS BULK STOWAGE AREAS BY SETTING THE STORAGE FACILITY'S GRID LAYOUT INDICATOR TO F. THIS CODE IS ENTERED VIA THE GRID DETAIL OPTION UNDER THE BUILDING/HOLD DATA ENTRY WINDOW.

4. TO ESTABLISH REPORTABLE (EVEN COG) INVENTORY LOCATION RECORDS, LOG INTO ROLMS AS ROLMSDBA AND USE THE ASSET CORRECTIONS OPTION TO ENTER INVENTORY RECORDS FOR ALL REPORTABLE ASSETS. IF AN ITEM IS IDENTIFIED IN THE MASTER RECORD AS A LOT TRACKED ITEM AND NO LOT NUMBERS ARE RECORDED, USE [UNKNOWN] OR [MIXED] AS APPROPRIATE.

5. TO ENTER LOCATION DATA FOR FORWARD DEPLOYED ASSETS, LOG INTO ROLMS AS A REGULAR USER, AND USE THE RECEIPTS PROCESSING OPTION TO RECEIVE THE INVENTORY AS A LOCAL SERVICE ASSET [SERVICE CODE = LOCAL]. ENSURE ALL REQUIRED FIELDS [NIIN, COG, QTY, CONDITION CODE AND LOT DATA] ARE ENTERED. LOCAL SERVICE ASSETS CAN BE RETRIEVED VIA THE ASSET RETRIEVAL FEATURE BY ENTERING THE NIIN, NALC OR LOCAL SERVICE CODE. WHEN THESE ASSETS ARE RETURNED, RECEIVE THEM AS REGULAR NAVY SERVICE ASSETS [SERVICE CODE = NAVY] AND THEN DELETE THE LOCAL SERVICE LOCATION RECORD.

6. WHILE MOST REPORTABLE INVENTORY TECHNICAL REFERENCE DATA IS RECEIVED AS PART OF THE ROLMS DATA SET, TECHNICAL REFERENCE DATA FOR NON-REPORTABLE (ODD COG) INVENTORY MUST BE ENTERED MANUALLY. TO ESTABLISH TECHNICAL REFERENCE DATA RECORDS FOR THESE ITEMS, USE THE APPLICATIONS, REFERENCE DATA, TECHNICAL REFERENCE DATA OPTION. TO ACCOMMODATE DRAWING NUMBER, REFERENCE NUMBER AND PART NUMBER DATA AND TO ENSURE UNIFORMITY WITHIN THE COMMUNITY, THE FOLLOWING RULES FOR ESTABLISHING NON REPORTABLE RENFERECE DATA SHOULD BE OBSERVED.

A. IF THE ITEM HAS A NIIN, ENTER THE LAST FOUR DIGITS OF THE NIIN AS THE DODIC/NALC FOR THE RECORD. IF THE ITEM IS A DRAWING NUMBER, REFERENCE NUMBER, MMC OR PART NUMBER ITEM, ENTER DWG#, REF#, MMC# OR P/N# RESPECTIVELY AS THE DODIC/NALC ENTRY. IF THE ITEM IS ASSIGNED A LOCAL NIIN, USE LOC# FOR THE DODIC/NALC ENTRY.

B. IF THE ITEM HAS NO NIIN ASSIGNED AND THE ITEM IS A DRAWING NUMBER, REFERENCE NUMBER, MMC OR PART NUMBER ITEM, USE THE FIRST NINE CHARACTERS OF THE NUMBER FOR THE NIIN ENTRY [I.E. P/N# GASTEC SLA2-30 = GASTECSLA]. IF THE NUMBER HAS FEWER THAN NINE CHARACTERS, USE [L] TO LEFT FILL THE NIIN FIELD [I.E DWG# 6375175 = LL6375175, MMC# B64003J = LLB64003J]. IF THE ITEM HAS NO IDENTIFICATION, GENERATE A LOCAL NIIN IN THE FORM LUUUUUNNNN WHERE L=L, U=UIC AND N=000-999 [I.E L55535001].

C. USE 9G AS THE COG.

D. TO ENSURE THE LATEST PRICE IS ENTERED, REFERENCE THE LATEST FEDLOG WHERE APPLICABLE.

E. WHEN AN ITEM HAS REMARKS ASSOCIATED WITH THE MASTER RECORD, ENTER THE REMARKS AS PART OF THE NOMENCLATURE FIELD.

7. TO ESTABLISH LOCATION RECORDS FOR NON-REPORTABLE INVENTORY, USE THE APPLICATIONS, RECEIPT, RECEIPT PROCESSING OPTION. ENSURE THE ITEMS ARE RECEIVED AS [LOCAL] SERVICE ITEMS AND THAT ALL REQUIRED FIELDS [NIIN, COG, QTY, CONDITION CODE AND LOT DATA] ARE COMPLETED. INDIVIDUAL LOCATION RECORDS SHOULD BE ESTABLISHED FOR LOT/SERIAL ITEMS. TEST SETS SHOULD BE TRACKED AS SERIAL ITEMS.

8. ONCE ALL BASIC DATA HAS BEEN ENTERED, ALLOWANCES CAN BE ENTERED VIA THE APPLICATIONS/REFERENCE DATA/ALLOWANCE/ALLOCATION PROCESS OPTION. PENDING RECEIPTS CAN BE ENTER VIA THE APPLICATIONS, RECEIPTS MENU. ENTER THOSE RECEIPTS WILL EXPIDITE RECEIPT

PROCESSING WHEN THE MATEIALS ARE RECEIVED.

9. QUESTIONS CONCERNING INSTRUCTIONS LISTED IN THIS MESSAGE SHOULD BE SUBMITTED TO COMOMAG N6. QUESTIONS CONCERNING THE ROLMS PROGRAM ITSLEF SHOULD BE SUBMITTED TO THE ROLMS HELP DESK.//

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